

## Job Announcement

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### Open to Current Maryland Judiciary Employees Only

<b>Opening Date:</b>	July 25, 2013	<b>Closing Date:</b>	August 1, 2013
<b>Job Title:</b>	Deputy Executive Director	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	079032	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Administrative Office of the Courts Procurement and Contract Administration Annapolis, Maryland	<b>Grade/Entry Range:</b>	S07 \$78,508 - \$94,052 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	Yes

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Participates with the Director of Procurement and Contract Administration in the development and management of the Judiciary's procurement and general services functions. Assists in the identification and implementation of comprehensive, integrated, cost-effective, customer-responsive and legally sound standards, policies, practices within these areas. Develops an ongoing understanding of the Judiciary's procurement and general services unique and evolving needs and characteristics by maintaining an awareness of the missions, goals and projects of Judicial programs. Researches and implements procedures designed to reduce inventory management, and overall procurement costs. This may involve such activities as developing annual blanket contracts to provide statewide goods or services, establishing standards regarding inventory levels, preferred vendors, equipment maintenance and replacement schedules, or participating in the scheduling of IT equipment and/or software replacement initiatives. Coordinates the use of Department staff participation in other Judiciary planning and implementation activities as they relate to procurement and general services (e.g., facilities renovation and office moves, IT systems, equipment upgrades, preparation, selection and administration of professional consultancy contracts, etc.). Directs Department staff in the conduct of market research and statistical analysis necessary to ensure professional, "best practice" contract negotiations. Participates in or leads contract negotiations with vendors, consultants, other governmental agencies, or other attorneys. Works with the Judiciary's Director of Legal Services and the Assistant Attorney General in this regard. Directly or in an oversight capacity, reviews the Judiciary's contracts, grants, and similar programs. Writes and reviews RFPs, RFQs, RFIs, IFBs, contracts, contract amendments, fee schedules, and other documentation, to ensure official language is legally sound, cost effective, and best covers the needs of the Judiciary.

**Education:** Bachelor's Degree in Business or Public Administration, Finance or a related field from an accredited college or university.

**Experience:** Eight years of progressively responsible professional experience with procurement and contract administration, which includes four years at the managerial or senior level.

**Preferred:** Completion of Court Professional Certificate Program Experience in Government procurement and contract administration.

**Note:** Experience may be substituted on a year-for-year basis for up to four years of the required education.

**Skills/Abilities:** Demonstrated knowledge of high level procurement and contract administration duties such as: drafting specifications and solicitations, conducting pre-bid conferences and complex procurements, evaluations, vendor presentations and debriefing of unsuccessful offerors. Demonstrated knowledge of and proficiency in the use of automated systems, especially those that relate to financial and inventory management. Working knowledge of a wide range of business technology and software, including word processing, spreadsheet databases and email applications. Demonstrated excellent oral and written communications and interpersonal skills. Ability to effectively deal with sensitive situations, conflict management and resolution, to provide effective explanations and information to all levels of managers and staff, and mediate and/or negotiate in group and individual situations. Demonstrated leadership skills, to include good decision making, problem solving, analytic and interpretive skills. Ability to develop and implement short and long term plans, to set priorities, complete multiple activities simultaneously and within deadlines, and demonstrated flexibility to deal effectively with change. Ability to read and apply laws, procedures and regulations, exercise both independent judgement and a good understanding of established objectives and workings of the organization in the interpretation of laws, the determination of a course of action, and the identification of potential issues. Demonstrated sound statistical, mathematical, and financial management skills, which may include accounting or budget management experience. Demonstrated ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.